FYI

10 FEB 1986

ADDA _____

DDA _____

(DDA Registry for File)

S E C R E T

DDA 86-~~XXXX~~o337
18 February 1986

/00-25

25X1 MEMORANDUM FOR:

Chief, Administration Division/OTE

25X1 ATTENTION:

FROM:

Executive Officer to the DDA

25X1 SUBJECT: Arrangements for the DDA Conference

TRANSPORTATION

We are asking HOME/OL to set up van transportation, moving the office directors from the front of the Headquarters building at 10:30 a.m. arriving
25X1 _____ for a 11:00-11:15 a.m. wheels up. No transportation support from OTE is required at this time. You mentioned that we will return on the "regular" flight on 26 February. I assume this flight will depart at 1515 hours. We will ask HOME/OL to provide return transportation on 26 February
25X1 _____ to Headquarters. The following are passengers for both flights:

Mr. Richard J. Kerr, DDA
Mr. James H. McDonald, ADDA
Mr. Robert W. Magee, D/OP
Mr. William F. Donnelly, D/OIT

25X1

25X1 Mr. Kerr and Mr. McDonald will travel to and from _____ in the
25X1 DDA's official sedan. We understand that _____ is speaking _____
25X1 _____ the evening of 24 February remaining overnight and will join us at
25X1 _____ on 25 February. He will be returning with us on the return flight 26 February. Because the airplane is limited to 14 passengers and their luggage, it is necessary that two of the participants drive their vehicles.

25X1

S E C R E T

ROOM ASSIGNMENTS

25X1

Recommended room assignments are shown on the attached
layout.

EATING ARRANGEMENTS

25X1
25X1
25X1

We defer [   ] to select the menus for our conference. We will be
pleased to eat [   ] those meals which are being served at the dining
hall. We prefer to eat all meals [   ] but if this creates a hardship
on your staff, we could go to the dining hall.

25X1

We would like a happy hour, cash bar, from 1730 to 1830 hours on
25 February. We defer [   ] for the hors d' oeuvres and to provide a bar
steward. Please let me know the estimated cost of the hors d' oeuvres so that
I can compute how much to collect from each participant prior to our departure.

CONFERENCE ROOM EQUIPMENT

In the conference room, we will need a viewgraph and butcher paper with
stand. No other special conference room equipment or supplies are anticipated
at this time.

CONFERENCE COST

Charge appropriate conference cost to Fan # 62700010 and forward it to

25X1

[   ] DDA Management Staff, 7D10 Headquarters.

CONFERENCE COORDINATOR

25X1

I will serve as the conference coordinator along with [   ] You can

25X1

reach me on extensions [   ]

25X1

Attachments:

25X1

A.   Room Layout - [   ]
B.   Objectives/Agenda for the
     DDA Management Conference

25X1

ORIG:EXO/DDA [   ] (18 February 1986)

DISTRIBUTION:
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AGENDA FOR DDA MANAGEMENT CONFERENCE
25-26 FEBRUARY 1986

DAY 1

1100 hours	Report National Airport
1145 hours	Arrive
1200 hours-1300 hours	Lunch
1300 hours-1330 hours	The Budget Environment: The Agency Perspective

25X1

o   What happened during the big build-up
FY1980-86? How did the DA fare compared
to other Directorates? Where did the DA
increased funds go?

o   What are the cuts for FY1986 and the
planned growth in new initiatives for
FY1986-87 in the other Directorates?

o   How much room is likely in FY1988 for new
initiatives? Prospects for real cuts in
FY1988? What about personnel cuts or
base tax? How would it work? What would
it mean? What are budget assumptions
regarding personnel growth for DA and the
Agency? (O/COMPT and ODDA)

25X1

1330 hours-1510 hours   How did you spend your resources in FY1985?
The data we asked you to submit to the DDA/MS
(see DA memo 86-0148, dtd 22 Jan 86) should
aid you in this effort, i.e., where were your
major resources directed? In each of your
presentations we suggest that you use up to
four vu-graphs to summarize your resource
spending profile, including base, ongoing, and
new, if applicable. (Five to ten minutes per
presentation)

                                                    (Office Directors)

1510 hours-1530 hours   Break

1530 hours-1550 hours   Analysis of how the DDA resources aggregate
for FY1985 and FY1986. (ODDA)

25X1

1550 hours-1730 hours   Key Topics:

Assume you get 1986 minus cuts already taken,
and 1987 minus 10% NPS of budget submitted,
and 1988 minus 10% of base and ongoings, plus
very few new initiatives. Presentations
should address Directorate not just office
involvement in these activities, provide
funding and resource statements with emphasis
on currently approved and projected funding
levels, and identify shortfalls. Obviously,
the value of programs to the Agency and
Directorate should be discussed. Shortfalls
in funding, the implications of success and
failure, and discussion of the priority of the
specific activity relative to other DA
programs also should be considered. Elements
of each major activity should be ranked in
terms of how essential it is and what, if
anything, could be trimmed, delayed or
eliminated. (15 to 30 minutes, including
discussion)

o   Communications Recapitalization--foreign
     and domestic (including Headquarters
     Compound). (OC, OIT)
                              (D/OC)

o   Technical Security. (OS, OIT, OC)
                              (D/OS)

o   Facilities (new and old
     buildings--support for them). (OL, OS,
     OIT, OC)

25X1

o   Personnel (recruiting and processing).
     (OP, OS, OMS, but activities of all
     offices--OC, OIT, OIS, etc.)
                              (D/OP)

o   Corporate data bases and decision support
     system--one's view of where we are going
     in each office and implications for DA
     and Agency. (OIT, OP, OF, OL, OMS, OS,
     OTE, and O/Compt)   (D/OIT)

o   Training. (OTE & Office sponsored)
                              (D/OTE)

C O N F I D E N T I A L

DAY 2

0830 hours-1000 hours	Key Topics (continued)
1000 hours-1015 hours	Quick review of FY1988 new initiative list. (DDA)
1015 hours-1030 hours	Break
1030 hours-1130 hours	The consequences of cutting your budget by 17% in FY1987-88 with no personnel adds in either year. An assumption being that there is commensurate budget reduction in the other Directorate's programs. (Open discussion--no presentations) (Office Directors)
1130 hours-1200 hours	A new budget, programming approach? (D/OTE)
1200 hours-1300 hours	Lunch
1300 hours-1400 hours	Where should the DA be headed? How to get there? (DDA)

C O N F I D E N T I A L